



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Administrative Services Director  
**Date:** January 16, 2013

**For Council Meeting:** January 22, 2013

**Subject:** FY 2013-14 Budget Preparation Calendar

**Recommendation:** Review and approve the proposed Budget Calendar

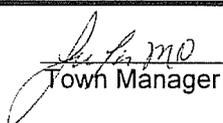
**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Roll Call Vote

**Discussion:** For the upcoming 2013 – 14 fiscal year, the Town will be completing a budget plan identifying both the priorities and programs of the Town, as well as the related financial resources required to accomplish these identified priorities. The budget process specifically coordinates the proposed goals, objectives, and programs with the Town’s existing General Plan, Town policies, and other strategic planning guidance documents. As an additional component of the budget, a multi-year forecast will also be incorporated into the budget process, thus presenting a long-term financial planning horizon for the Town.

The development of the annual budget is completed in phases, with each phase subject to a management review process. These phases are identified in the attached budget calendar. Upon completion of the individual phases, the budget is then assembled as a draft consolidated forecast of the Town’s financial plan. Based on comments and guidance received at the 2013 Strategic Planning Meeting, the Town will be including multiple public study sessions as well as formal public hearings on the proposed budget. The first of these study session is tentatively slated for February 19, 2013, prior to the Town Council meeting. The calendar also identifies a Saturday budget study session, with the date to be determined. The final public hearing and budget adoption is scheduled for June 4, 2013.

Reviewed By:

  
Town Manager

  
Town Attorney

  
Mgmt Services

  
Dept Head

<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input type="checkbox"/> Study Item

As always, any member of the Council is invited to meet with staff at any time during the budget process if there are questions or concepts that need further clarification. Such a meeting may be beneficial in helping to understand the general language and structure of the upcoming budget.

**Alternatives:** No alternative action is recommended.

**Fiscal impact:** None.

**Attachments:**  
FY 2013-14 Budget Calendar



## Town of Yucca Valley FY 2013-14 Budget Calendar

Week of	Topic	Responsibility
*January 12th	Strategic Planning Session	<b>Town Council/Staff/Public</b>
*January 22nd	Budget Kick-Off Distribution of Budget Material	Administrative Services
*February 5th	General Fund Budgets Due (incl Alternatives)	Town Staff Administrative Services
*February 12th	General Fund Budget Review #1	Town Management
*February 19th	Budget Workshop #1	<b>Town Council/Staff/Public</b>
*March 15th	General Fund Budget Review #2	Town Management
March 25th	Special Revenue Budgets Due	Town Staff Administrative Services
*March 22nd	Revised General Fund Budgets Due	All Departments
*April 2nd	Budget Workshop #2	<b>Town Council/Staff/Public</b>
*April 12th	Special Revenue Funds Budget Review	Town Management
*April 20th	Budget Workshop #3 - Saturday Session	<b>Town Council/Staff/Public</b>
*April 30th	Goals & Objectives Due Staffing Documents Due	Town Staff Administrative Services
May 13th	Final Draft Budget Distribution	Administrative Services
*May 21st	Proposed Budget Public Hearing	<b>Town Council/Staff/Public</b>
*June 4th	Budget Adoption	<b>Town Council</b>

*\*Indicates confirmed due date. All other dates indicate "week of", with finalization to come.*  
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 12-14 Budget Calendar.xlsx